

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160014-1

30-56

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**RECORDS MANAGEMENT PROGRAM**

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**RECORDS CONTROL SCHEDULE  
FOR THE**

**MANAGEMENT STAFF**

DO NOT REMOVE FROM EXHIBIT



RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 30-56 for the Management Staff is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review

X1 [Redacted]

25 Sept. 1956

X1 [Redacted]

Chief, Records Disposition Branch

26 Sept. 1956  
date

[Redacted]

25X

[Redacted] Chief, Records Management Staff

25X

26 Sept 1956  
date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160014-130-56

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

Management Staff, Office of the Chief

SIGNATURE

TITLE

125 Sept 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>STAFF SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers which document the activities of the Chief, Management Staff. This file is used in administering the Agency's Management Program of developing and recommending plans, programs, policies, and procedures to improve management efficiency throughout the Agency. Filed alphabetically by subject.</p> <p>(1948-1956)</p>	6.0	<p>Permanent. Disposal not authorized. (Cut off every other year; transfer to Records Center 1 year thereafter.)</p>
2	<p>MANAGEMENT SURVEY REPORTS FILE</p> <p>Consists of case files containing the official record copies of Management Improvement Survey Reports. These files also contain exhibits, graphic presentations, recommendations, and supporting papers documenting project inception, scope, procedure, and accomplishments. Arranged organizationally and alphabetically by survey title thereunder.</p> <p>(1950-1956)</p>	4.0	<p>Permanent. Disposal not authorized. (Place in completed survey reports file upon completion or discontinuance of project; cut off at end of each year and transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3	TABLES OF ORGANIZATION REVIEW AND COORDINATION FILES	2.8	Temporary. Destroy when 2 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
	<p>Consists of retained copies of the Staff's comments, recommendations, and approvals or disapprovals of requests for changes in Tables of Organization. These requests are received by the Staff for review and coordination after which they are forwarded to the Office of Personnel. Record copies of the request, concurrences, justifications, comments, and Form 261, T/O Change Authorization, are maintained by the Office of Personnel. Arranged organizationally and chronologically thereunder. (1954-1956)</p>		
4	TABLE OF ORGANIZATION FILE	1.0	Temporary. Destroy upon verification of revised T/O.
	<p>Consists of a copy of the Agency T/O containing rosters of approved Agency positions. This T/O is used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on this copy for use in verifying the revised T/O. Record copies are maintained by the Office of Personnel. Arranged organizationally and by position thereunder. (Current)</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>MANAGEMENT STAFF PROJECT FILE</p> <p>a. Project Initiation File</p> <p>Consists of Forms 30-27, Request or Proposal For Management Assistance From O&amp;M Service, which contains information as to the type of project or assistance requested, elements of the project, description of project, analyst or examiner assigned to project, estimated time required, etc. Each project requires approval of the Chief, Management Staff. Arranged organizationally and by project number thereunder. (1953-1956)</p> <p>b. Project Completion Reports File</p> <p>Consists of Forms 30-28, Completion Report on Management Project by O&amp;M Service, which contains such information as date project was completed, immediate results, accomplishments, recommended future actions, etc. The related Form 30-27, described under item 5a, is attached to and becomes a permanent part of this completion report. Arranged organizationally and by project number thereunder. (1953-1956)</p>	<p>.1</p> <p>.3</p>	<p>Attach to related Form 30-28 and place in Project Completion Reports. File upon completion or discontinuance of the project (item 5b)</p> <p>Permanent. Disposal not authorized. (Retain current files area 1 year after completion or discontinuance of project, then retire to Records Center.)</p>
6	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1949-1956)</p>	<p>1.3</p>	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>ACTIVITY REPORTS FILE</p> <p>Consists of weekly reports submitted from subordinate Staffs for informational purposes and summary reports prepared by the Chief, Management Staff. These reports contain information on current assignments of personnel, regulations submitted for authentication, processing of employee suggestions, current status of records surveys, etc. Filed chronologically. (1951-1956)</p>	.3	<p>Permanent. Disposal not authorized. (Cut off at end of every other year; transfer to Records Center 1 year thereafter.)</p>
8	<p>CLASSIFIED MAIL LOG</p> <p>Consists of a record of the receipt and dispatch of material classified secret and below maintained primarily for security reasons. Filed chronologically. (1951-1956)</p>	1.2	<p>Temporary. Destroy when 2 years old.</p>
9	<p>COURIER RECEIPT FILE</p> <p>Consists of the Office copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. (1954-1956)</p>	.2	<p>Temporary. Destroy when 2 years old.</p>
10	<p>REGULATORY ISSUANCE FILE</p> <p>Consists of published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.</p>	1.0	<p>Permanent. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)</p>

SECRET

OFFICE, DIVISION, BRANCH

Management Staff, Organization and Methods Staff

25X

20 Sept 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
11	<p>STAFF WORKING FILES</p> <p>Consists of working files maintained by individual examiners containing studies, analyses, notes, rough drafts, interim reports, manuscripts, and related papers used for reference and background information. These files are created in the course of organizational planning, development and simplification of procedures, and similar management projects. Arrangement varies with each file. (1951-1956)</p> <p>a. Completed project material.</p> <p>b. Incomplete or discontinued project material.</p>	18.9	<p>Temporary. Destroy 1 year after final action on project.</p> <p>Temporary. Destroy 3 years after last action taken. (Upon discontinuance of project place one copy of each pamphlet, report, graphic presentation, last manuscript report, together with supporting papers documenting project inception, scope, and procedures in the "Management Survey Reports File" (item 2) and destroy all other material 3 years thereafter.)</p>
12	<p>WEEKLY PROGRESS REPORT FILES</p> <p>Consists of retained copies of the weekly progress reports which were submitted to the Chief, Management Staff from Area Chiefs for informational purposes. These reports contain information on current assignments of personnel, T/O change requests processed, status of surveys, etc. Arranged chronologically. (1954-1956)</p>	.2	<p>Temporary. Destroy when 1 year old.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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13	SUMMARY OF ANNUAL ACCOMPLISHMENTS	.2	Temporary. Destroy when 2 years old.
	<p>Consists of retained copies of narrative reports prepared for the Chief, Management Staff. These reports contain summarized information taken from weekly progress reports and a resume of current project activities. Filed chronologically. (1953-1956)</p>		
14	ORGANIZATION AND METHODS PROJECT FILE	.1	Attach to related Form 30-28 and place in "Project Completion Reports File" upon completion or discontinuance of the project (item 14b)
	<p>a. Project Initiation File.</p> <p>Consists of Forms 30-27, Request or Proposal For Management Assistance From O&amp;M Service, which contains information as to the type of project or assistance requested, elements of the project, description of project, examiner assigned to project, estimated time required, etc. Each project requires approval of the Chief, Management Staff. Arranged numerically by project number. (1953-1956)</p>		
	<p>b. Project Completion Reports File</p> <p>Consists of Forms 30-28, Completion Report on Management Project by O&amp;M Service, which contains such information as date project was completed, immediate results, accomplishments, recommended future actions, etc. The related Form 30-27, described under item 14a, is attached to and becomes a part of this completion report. Arranged numerically by project number. (1953-1956)</p>	.2	Temporary. Destroy 2 years after completion or cancellation of project.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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15	REFERENCE PUBLICATIONS FILE  Consists of published material such as regulations, notices, handbooks, brochures, etc., maintained for reference purposes.	4.9	Temporary. Destroy when no longer needed for reference purposes.
16	LIBRARY MATERIAL  Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	1.0	Temporary. Return to library when no longer needed for reference purposes.

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OFFICE, DIVISION, BRANCH  
 Management Staff, Records Management Staff, Office of the Chief

25X

*Chief Records Mgmt Staff 9/1/56*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES).	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
17	<p>STAFF ADMINISTRATIVE FILE</p> <p>This file documents the activities performed by the Records Management Staff and consists of correspondence, surveys, studies, and reports pertaining to Records Disposition, forms management, reports and correspondence, and similar records management activities. Filed in accordance with the Agency File Manual.</p> <p>(1955-1956)</p>	6.0	<p>Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)</p>
18	<p>RECORDS MANAGEMENT PROJECT FILE</p> <p>a. This file is the formal project file of the Staff, listed on Forms 30-27, "Request or Proposal for Management Assistance from O&amp;M Service," and contains such information as type of project, elements of project, brief description of project, analyst developing the project, estimated man days, starting date approval, and target date. Each project requires the approval of the Chief, Management Staff. Filed numerically by project number.</p> <p>(1954-1956)</p>	.1	<p>Attach to related Form 30-28, (item 18b) upon completion or discontinuance of project.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
18	<p>RECORDS MANAGEMENT PROJECT FILE (CONTD)</p> <p>b. Completion Project Report File</p> <p>This file consists of Forms 30-28, "Completion Report on Management Project by O&amp;M Service," and contains such information as date of request, date started, date completed, brief description of project, project analyst, immediate results accomplished and recommended future action. The related Form 30-27 is attached to and becomes a part of this completion report. Filed numerically by project number. (1954-1956)</p>	.1	Temporary. Destroy 1 year after completion or cancellation of project.
19	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF4b, Employee Record Card, prepared on each employee of the Staff and used for informational purposes such as EOD date, personnel actions, assignments and other information necessary for the supervision of personnel activities of the Staff. Filed alphabetically by surname. (Current)</p>	.1	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer within the Agency.
20	<p>COURIER CLASSIFIED MAIL RECEIPT</p> <p>Consists of Forms 35-16, Courier's Classified Mail Receipt, which was signed by the Courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1954-1956)</p>	.2	<p>Temporary. Destroy when <sup>6 MONTHS OLD.</sup> <del>1 year old.</del> (Cut off at end of each year; destroy <del>1 year thereafter.</del>) <i>FR</i></p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160014-1</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of classified Agency publications such as regulations, notices, handbooks, brochures, and publications from other government agencies maintained for reference purposes.</p>	2.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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SCHEDULE NO. 30-56

OFFICE, DIVISION, BRANCH  
 Management Staff, Records Management Staff, Records Disposition  
 BRANCH

SIGNATURE

CONCURRENCE

25X

TITLE

*Chief/RDB*

*27 Sept 1956*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
22	<p>BRANCH WORKING FILE</p> <p>Consists of copies of memos, reports, forms, surveys, analysts' survey worksheets and similar background material pertinent to records disposition, maintained and used in day to day operations and for convenience of reference.</p> <p>(Current)</p>	4.2	<p>Temporary. Screen annually and destroy superseded or obsolete material.</p>
23	<p>RECORDS CONTROL SCHEDULE FILES</p> <p>Consists of the Official authenticated copies of Records Control Schedules, and where applicable, Authority To Dispose of Records obtained from the National Archives and Congress.</p> <p>a. Records Control Schedules. These schedules were prepared by or approved by the Branch to effect disposition of all records of individual offices. Schedules contain detailed information on record type, use, content, and volume. Arranged organizationally.</p> <p>(Current)</p> <p>b. SF 115, Request For Authority To Dispose of Records. These forms contain evidence of legal disposal authorizations received from the National Archives and Congress for those records not covered by General Schedules.</p> <p>(Current)</p>	1.0	<p>Permanent. Disposal not authorized. Retain in current files area <del>indefinitely</del>.  <i>until superseded then transfer to the Record Center.</i>  <i>R.D.</i>  <i>4/26/57</i></p>
		.4	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>

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SCHEDULE NO. 30-56

OFFICE, DIVISION, BRANCH

Management Staff, Records Management Staff, Project Staff

SIGNATURE

CONCURRENCE

25

TITLE

DATE

9/3/56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
24	<p>STAFF WORKING FILE</p> <p>This <del>working</del> file consists of copies of memos., reports, forms, and working papers relating to the activities of the Staff, maintained and used only for day to day operations of the Staff. Essential material is duplicated in Item 17. Filed by folder title.</p> <p>(1954-1956)</p>	3.8	Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.
25	<p>FILING MANUALS</p> <p>a. This file consists of Manuals compiled by Records Management Staff for the various offices of the Agency.</p> <p>b. This file consists of drafts of the Filing Manuals compiled by Records Management Staff for the various offices of the Agency.</p>	1.0 1.0	<p>Permanent. Disposal not authorized. Retain 1 copy of each manual in current files area indefinitely.</p> <p>Temporary. Destroy when Manual is published</p>
26	<p>DELIVERY RECEIPTS OF VITAL DEPOSITS FILE</p> <p>a. This file consists of Form 36-215, "Vital Materials Transfer Slip," the delivery receipts of vital material deposits made and is maintained for reference purposes. Essentially duplicated in the originating office. Filed chronologically.</p> <p>(1953-1956)</p>	.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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26	<p>DELIVERY RECEIPTS OF VITAL DEPOSITS FILE (CONTD)</p> <p>b. This file consists of Form 36-215, "Vital Materials Transfer Slip," the delivery signed receipts for NSC and CIA Special Material Deposits maintained primarily for security reasons. Filed chronologically. (1953-1956)</p>	.2	Temporary. Disposal not authorized. Retain in current files area indefinitely.
27	<p>VITAL MATERIALS DEPOSIT SCHEDULES</p> <p>This file consists of schedules identifying vital materials to be deposited, frequency of deposits, and disposition instructions. Filed by office-chronologically. (Current)</p>	.1	Temporary. Destroy when superseded.
28	<p>VITAL MATERIALS INVENTORY FILE</p> <p>a. Quarterly</p> <p>This file consists of Forms 36-292 and is a record of the vital materials deposits and withdrawal activity of each office for the respective quarter, deposit number, document date, reel number, and security classification. Filed chronologically. (1954-1956)</p> <p>b. Annual</p> <p>This file consists of Form 36-292, and is a record of the total annual holdings of vital material deposits of each office of the Agency, showing deposit number, document date, reel number, and security classification. Filed numerically by office code. (Current)</p>	.2	Temporary. Destroy upon preparation of Annual Inventory Report.
		.2	Temporary. Destroy when superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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29	<p>EMPLOYEES' SUGGESTION AND EVALUATION FILE</p> <p>Consists of copies of evaluations of employees' suggestions and related working papers. Records copies are maintained by the Incentive Awards Staff. Filed numerically by number of suggestion. (1953-1956)</p>	.1	Temporary. Destroy when 1 year old.
30	<p>REFERENCE PUBLICATIONS FILE</p> <p>This is a reference file only, containing classified Agency reference material, of the functional areas of records management. (Current)</p>	10.0	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE 5/11/21 : CIA-RDP78-00487A000100160014-1

SCHEDULE NO.

30-56

25

OFFICE, DIVISION, BRANCH  
 Management Staff, Records Management Staff, Forms Management  
 Branch

SIGNATURE

TITLE

Chief, Forms Management Br. 24 SEP 1956

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
31	<p>BRANCH WORKING FILES</p> <p>This file consists of memos., reports, forms, and working papers relating to the forms management activities and the activities of the Branch Chiefs' participation in the IAC Ad Hoc Sub-Committee on Information Processing. Essential material is duplicated in item 17. Arranged alphabetically by subject.                      (1953-1956)</p>	8.5	Temporary. Screen annually and destroy superseded obsolete material.
32	<p>REFERENCE PUBLICATIONS FILE</p> <p>This file consists of Agency reference material, published material of various government agencies also commercial publications, maintained for reference purposes.</p>	10.5	Temporary. Destroy when no longer needed for reference purposes.
33	<p>FORMS FILE</p> <p>a. Numerical File</p> <p>This file contains the official forms used by the Agency consisting of initial request and justification, revisions, reprints, correspondence, reference to issuance, and copy of the form. Filed numerically by number of form.                      (1946-1956)</p>	20.0	Permanent. Disposal not authorized. (Place in inactive file when form is superseded or becomes obsolete. Retire to Records Center upon accumulation of 1 cubic foot.)

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33	<p>FORMS FILE (CONTD)</p> <p>b. Functional File</p> <p>This file brings together all similar forms of the Agency, reflects duplicate and overlapping forms and aids in consolidating and eliminating the establishment of unnecessary new forms. Filed numerically by functional code and by form number thereunder. (1949-1956)</p>	4.0	Temporary. Destroy individual forms when superseded, or obsolete.
34	<p>FORM RECORD AND INDEX CONTROL FILE</p> <p>This file consists of Form 2, "Form Record and Index Control," a 5x8 visible index card which serves as a perpetual inventory of each form used by the Agency, reflecting all pertinent data and the complete history of each form; also serves as a ready reference. Filed numerically by number of form. (1946-1956)</p>	1.0	Permanent. Disposal not authorized. Flag when superseded or obsolete and retain in current files area indefinitely.

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RECORDS CONTROL SCHEDULE NO. 30-56  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160014-1

OFFICE, DIVISION, BRANCH

Management Staff, Incentive Awards Staff

SIGNATURE

DATE

*Chief, Incentive Awards Staff* 9/20/56

CONCURRENCE

25

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
35	<p>STAFF SUBJECT FILE</p> <p>This file consists of copies of memos., budget estimates, reports, purchase orders, committee minutes and working papers relating to the activities of the Staff, maintained and used as a working or subject file for day to day operations. Filed alphabetically by folder title. (1953-1956)</p>	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)
36	<p>STAFF CHRONOLOGICAL FILE</p> <p>This file consists of copies of correspondence prepared in addition to the specified number of copies and used solely for convenience of operations and/or reference purposes. Essential material is duplicated in Item 35. Filed chronologically. (1953-1956)</p>	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
37	EMPLOYEES SUGGESTION CASE FILES  This file consists of folders utilized to centrally maintain all pertinent documents of an employee suggestion. Includes originals and copies of correspondence and forms on approved and disapproved cases such as transmittal of suggestions, proposals for evaluation, briefings and committee findings. Form 244, Employees Suggestion Form; form 244b, Evaluation of Employee Suggestion; for 37-164a, Report of Progress; or equivalent, and related papers properly filed therewith. Filed numerically by Suggestion number. (1954-1956)	11.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)
38	EFFICIENCY AWARDS FILE  This file consists of folders utilized to centrally maintain all pertinent documents on proposals for superior accomplishment and efficiency awards. Includes copies of memos and correspondence, on approved and disapproved cases, transmittals, recommendations, committee findings, SF52, Request for Personnel Action, and related papers properly filed therewith. Filed numerically by assigned case number. (1953-1956)	.5	Temporary. Destroy when 3 years old. (Place in inactive file upon completion of case or final Committee action; cut off inactive file at end of each year transfer to Records Center 1 year thereafter.)
39	CASH AWARD FILE  This file consists of form 431, Request for Payment of Cash Award, and transmittal letters maintained and utilized as a working file for control and periodic reporting purposes. Filed chronologically by - fiscal year. (1953-1956)	.1	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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40	<p>CONTROL AND STATUS FILE</p> <p>This file consists of that portion of Employees' Suggestions Form that is detachable and is utilized to control and reflect the status of the Suggestion during its processing cycle and final disposition. Filed numerically by Suggestion number and cross referenced alphabetically by suggestor's name.</p> <p style="text-align: center;">(1952-1956)</p>	1.5	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
41	<p>INCENTIVE AWARDS LOG</p> <p>This file consists of a register of control numbers assigned to all Incentive Award Program applicants. Includes name of Suggestor or recipient and date of receipt of document.</p> <p style="text-align: center;">(1952-1956)</p>	.1	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)</p>
42	<p>SUGGESTION INDEX FILE</p> <p>Consists of 3"x5" card files giving pertinent information regarding the subject of suggestion, utilized solely for convenience of operations to check for duplicate suggestions. Filed alphabetically by subject.</p> <p style="text-align: center;">(1952-1956)</p>	.2	<p>Temporary. Destroy individual cards 3 years after final committee action. <i>3 RW</i></p> <p style="text-align: right;"><i>See item 37.</i></p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
43	REPORTS FILE  Consists of copies of reports relative to the Incentive Awards Program, including a quarterly progress report to the DIS, annual report to the Civil Service Commission. (replaced annual report to Bureau of the Budget); or equivalent and related papers properly filed therewith. (1953-1956)	.2	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)
44	INCENTIVE AWARDS COMMITTEE AGENDA  This file consists of the staff copy of the Committees agenda. Includes summary of evaluating official and Incentive awards staff; recommendations for guidance of committee; and informal resume of the committees deliberations; or equivalent, and related papers filed therewith. (1953-1956)	1.2	Permanent. Disposal not authorized. Cut off file at the end of each year. Retain in current files area for one year and transfer to the Records Center. <i>RS</i>
45	REFERENCE PUBLICATIONS FILE  This file consists of regulations, bulletins, manuals, circulars, and other processed or printed documents. Includes promotional materials and publications from other Government agencies concerning the Program, utilized for reference purposes and/or convenience of operations. Filed alphabetically by subject.	6.0	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CENTER 2005/11/21 : CIA-RDP78-00487A000100160014-1 30-56

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Management Staff, Business Machines Service

25X

*Chief Bus. Mach. Serv. 20 Sept. 1956*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
46	<p>PROJECT FILE</p> <p>This file consists of correspondence, reports, tabulations, workpapers, manuals and related material pertaining to the development of systems and procedures for the utilization and the application of office business machines and related equipment. Filed alphabetically by project, area, or study. (1954-1956)</p> <p>a. Copy of each pamphlet, final report, or other processed document of the project together with supporting papers documenting the project scope, procedure and accomplishments.</p> <p>b. Project workpapers, including background materials, analysts, notes, rough drafts, interim reports and related papers exclusive of the documents covered by item a above.</p>	<p>.2</p> <p>.6</p>	<p>Permanent. Disposal not authorized. Cut off at end of every 5 years and transfer to the Records Center.</p> <p>Temporary. Dispose of 6 months after final action on project report or 3 years after completion of report if no final action is taken. On material to be retained 3 years, transfer to the Records Center 1 year after submission of report.</p>
47	<p>PATENTS BOARD FILE</p> <p>This file consists of correspondence and reports relating to various inventions submitted to the Chairman of the Agency Patent Board by Agency personnel. As required by Executive Order 9865 the Chairman determines the individuals title to the invention and is responsible for protecting the rights of the government. Filed chronologically. (1951-1956)</p>	<p>.3</p>	<p>Temporary. Destroy when 3 years old. Cut off at end of each year; retain 3 years in current files area and destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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48	<p>PROJECT SHEET FILE</p> <p>This file consists of the office copy of the Request or Proposal for Management Assistance (Form 30-27), and Completion Report on Management Project (Form 30-28). These copies are used for control and reference purposes and reflect the progress of each project. Filed numerically by project number.</p> <p style="text-align: center;">(1953-1956)</p>	.3	<p>Temporary. Destroy when 1 year old. Place in inactive file upon completion of project; retain 1 year and destroy.</p>
49	<p>REQUISITION JUSTIFICATION FILE</p> <p>This file consists of the written justification for new, replacement, or additional office business machines requested by various components by the requisition which is approved or disapproved by the Chief, BMS. Filed alphabetically by machine.</p> <p style="text-align: center;">(1954-1956)</p>	.8	<p>Temporary. Destroy when 1 year old. Cut off at end of each year; retain 1 year in current files and destroy.</p>
50	<p>MICROFILM EQUIPMENT INVENTORY FILE</p> <p>Consists of Equipment Inventory Record (Form 110) maintained and used to control the location and utilization of microfilm equipment within the Agency. Filed numerically by serial number.</p>	.4	<p>Temporary. Destroy when equipment is inoperative or when card is superseded.</p>
51	<p>REFERENCE PUBLICATION FILES</p> <p>Consists of brochures, catalogs, manuals, and other published materials pertaining to technical office equipment. Used for convenience of reference. Filed alphabetically by tupe of equipment.</p>	4.2	<p>Temporary. Destroy when no longer needed for reference.</p>
<b>SECRET</b>			
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Regulations Control Staff Staff.  
transferred to the DSS  
Records for RCS have been  
incorporated with DSS schedule 14-58

May 6, 1958

25X

RECORDS CONTROL SCHEDULE 5/11/21 : ~~SECRET~~ 78-00487A000100160014-1

SCHEDULE NO. 30-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

Management Staff, Regulations Control Staff

SIGNATURE

TITLE

DATE

AC/K CV 7/24/56

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
52	<p>STAFF ADMINISTRATIVE FILE</p> <p>This file consists of correspondence on general administrative matters, personnel files, training programs, and material on policy and procedures relating to the functions of the Regulations Control Staff.</p> <p>(1952-1956)</p>	2.0	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
53	<p>CONVENIENCE FILE (Reading)</p> <p>Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1952-1956)</p>	1.0	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
54	<p>CURRENT ACTION JOB FILE</p> <p>This file consists of all regulatory material published by the Staff that has been assigned a Job Number. Filed by Job Number.</p> <p>(Current)</p>	6.0	<p>Temporary. Place in Completed Job File, item 57, upon completion of case and dispose of accordingly.</p>
55	<p>DD/P JOB NUMBER FILE</p> <p>Consists of DD/P material which has been assigned a Job number for convenience of reference during Staff processing. Filed numerically by Job number.</p> <p>(Current)</p>	.1	<p>Temporary. Place in Completed Job File, item 57, upon completion of case and dispose of accordingly.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
56	<p>REGULATORY ISSUANCES FILE</p> <p>This file is the office copy of each regulatory issuance published by the Agency and <del>is</del> maintained in <u>Manuals</u>. Filed by number of issuance.</p> <p>(Current)</p>	4.0	<p>Permanent. Retain in current files area indefinitely.</p>
57	<p>COMPLETED JOB FILE</p> <p>This file consists of background files of published issuances which have been removed from the Current Action Job File. Filed numerically by issuance member.</p> <p>(1955-1956)</p>	4.0	<p>Permanent. Disposal not authorized. (Cut off at end of 6 months; transfer to Records Center 6 months thereafter.)</p>
58	<p>PUBLICATIONS CONTROL CARD</p> <p>This file consists of Form 574, "Publications Control", a 5x8 visible index card which serves as a perpetual inventory of each numbered issuance of the Agency, reflecting all pertinent data and the complete history of each issuance; also serves as a ready reference. Filed numerically by number of issuance.</p> <p>(Current)</p>	1.0	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
59	<p>REGULATORY ISSUANCE INDEX CARD FILE</p> <p>Consists of 2 sets of 3"x5" cards containing the title and assigned issuance number of current published issuances used in answering inquires concerning subject content and in preparing the published index for Agency use. One set of cards is filed alphabetically by subject, the other numerically by issuance number.</p> <p>(Current)</p>	2.8	<p>Temporary. Destroy cards when related issuance is superseded or becomes obsolete.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
60	<p>SUPPLEMENTAL DISTRIBUTION FILE</p> <p>Consists of extra copies of current regulatory issuances maintained by the Staff and used to fill supplemental requests for these issuances. (Current)</p>	12.0	Temporary. Destroy all extra copies when issuance is superseded or becomes obsolete.
61	<p>REGULATORY ISSUANCE DISTRIBUTION CONTROL FILE</p> <p>Consists of unnumbered forms used to control the initial distribution of Agency regulatory issuances. These forms contain listings of the offices, issuance title, distribution date, number of copies sent to each office, and the number of copies held in reserve. Arranged numerically by issuance number. (1954-1956)</p>	1.5	Temporary. Destroy related control sheet when issuance is superseded or becomes obsolete.
<p>62 O&amp;M DDP Subject</p>	<p><u>O&amp;M DDP Subject</u></p> <p>Consists of copies of correspondence, reports, form documents accumulated in the administration of O&amp;M(DD/P) activities: Includes such subjects as Employee Suggestions, Project Initiation &amp; completion reports, weekly reports, personnel matters, office memoranda, etc. Essential documentation of this function is retained in the files of the Chief, Management Staff. Arrangement is by the Subject-Numerical System ( 1957)</p> <p>Temporary - Destroy after 3 years.</p>		

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*Records Center Schedule 10 May 55*

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OFFICE, DIVISION, BRANCH  
 Management Staff - Records Management Division, Accessioning Section  
 Records Center Branch

APPROVING

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
28.	BRANCH ADMINISTRATIVE FILE  This file is limited to correspondence relating to general administrative matters pertaining to the Center. Essential material is duplicated in Item #1. Filed in accordance with the Agency File Manual. (1948 to date)	1.5	5 dr lock cabinet	Temporary. Destroy after 3 years. Cut off at end of each calendar year, retain in current files area for 2 years and transfer to Records Center.
29.	WORKING PAPERS FILE  This file consists of working papers of the Center personnel, including copies of the Center Program and projects, the Center Requirements, Archive loan receipts, phone numbers of Area Records Officers and similar material used in day to day operation. Filed by folder title. (Current)	1	5 dr lock cabinet	Temporary. Destroy when no longer needed.
30.	CONTROLLED REGULATION DISTRIBUTION RECORD FILE  This file consists of Form 490b, "Controlled Regulation Distribution Record" which contains the Regulation Control title and number of each controlled administrative issuance and complete listing of offices receiving distribution of the controlled material. Is attached to and becomes a part of the administrative issuance. Filed with administrative issuance. (Current)	1.3	5 dr lock cabinet	Permanent. Disposal not authorized. Retain in current files area indefinitely.

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FILE NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
31.	<p><b>RECORD GROUP FILE</b></p> <p>This file documents the accession and activity of each record received in the Center from all components of the Agency and all data relating to the activity of any record retired, including:</p> <ul style="list-style-type: none"> <li>a. Special instructions imposed by transferring unit on specific accessions.</li> <li>b. Copies of Form 140, "Records Retirement Request."</li> <li>c. Copies of 140a, "Records Shelf List," or any other special finding aid relevant to the records.</li> <li>d. Subsequent correspondence after receipt of an individual accession.</li> <li>e. Signed copies of Form 141 when used as a transfer form in cases of permanent withdrawals of records from the Center.</li> <li>f. Copies of Form 141 "Notification of Disposal Action."</li> <li>g. Original copy of Form 490, "Request for Service File." (Filed in Records Group File when records are permanently withdrawn). Filed numerically by Accession (job) number within the alphabetical sub-group of the major component. (1948</li> </ul>	2	5 dr lock cabinet	Permanent. Disposal not authorized. Retain in current work area 1 year after job is disposed of then retire to the Records Center,

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET  
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ITEM NUMBER	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
32.	<p>ACCESSIONING STATISTICAL FILE</p> <p>a. This file consists of Form 490f, "Records Retirement Activity" and reflects the current accumulation and disposition of records in the Center received from the Agency as a whole or from any major area or office within that area. Information contained therein used for compiling Item #31b. Filed chronologically by (1) Agency, (2) Major Component, (3) Sub-groups within each component.</p> <p>b. This file consists of Form 490g, "Annual Records Retirement Summary" and documents the yearly accessioning and disposition of the Agency records. Information is compiled from Item #32a. Filed on left side of folder with Item #32a.</p>	2	5 dr lock cabinet	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
33.	<p>ACCESSIONING REGISTER FILE</p> <p>This file consists of Form 490e, "Accessioning Register" maintained on each Accession (Job) Number, giving pertinent information regarding the job, including the disposition and Disposal Job Number (if any). Filed numerically by job number. (Current)</p>	.1	5 dr lock cabinet	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>

OFFICE, DIVISION, BRANCH: Management Staff - Records Management Division - Records Center Branch  
 Reference Service Section  
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
34.	<p><b>REQUEST FOR SERVICE FILE</b></p> <p><b>a. Records Service</b></p> <p>This file consists of Form 490, "Request for Service, and is used as a work sheet for all requests made by telephone or in writing by Agency personnel for information or for loan of records in custody of the Center. At the end of each day the information contained thereon is posted to Form 490a (Item #35). Filed chronologically. If permanent withdrawal of records the form becomes a permanent record in Item (Current)</p> <p><b>b. Distribution Service</b></p> <p>This file consists of Form 490, "Request for Service" and is for use as a work sheet for all requests made by telephone or in writing, by Agency personnel, for supplemental distribution. At the end of each day, the information contained thereon is posted to Form 490a. Filed chronologically. (Current)</p>	<p>1</p> <p>2</p>	<p>5 x 8 boxes 4 dr legal lock cabinet</p> <p>5 x 8 boxes in 4 drawer legal safe</p>	<p>Temporary. Retain in current files area 1 year for reference and reporting purposes.</p> <p>Temporary. Retain in current files area 1 year for reference and reporting purposes.</p>

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET  
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	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
35.	<p>DAILY REFERENCE SERVICE REGISTER FILE</p> <p>This file consists of Form 490a, "Daily Reference Service Register" and serves as a registry for all requests for services. It serves a dual purpose of control over incoming requests and activity statistics. At the end of month the information contained thereon is posted to original Form 140. Filed chronologically. (Current)</p>	.1	Folder on desk	Temporary. Retain in current files area 1 year for reference purposes.
36.	<p>VISIBLE KARDEX REFERENCE FILE (LOCATOR FILE)</p> <p>This file consists of the original copy of Form 140, "Records Retirement Request" and contains all pertinent data on individual accessions, including restrictions, shelf locations, etc., and is used as a point of reference for each request for service. Filed numerically by Accession (Job) Number. (1948 to date)</p>	.8	17 drawer Kardex cabinet	Permanent. Disposal not authorized. Retain in current files area until job is disposed of. Remove and file in Group Record File Item.
37.	<p>FINISHED INTELLIGENCE CONTROL FILE (FORM 325)</p> <p>This is a visible Kardex file maintained as a running inventory on all publications pertaining to finished intelligence, surplus stock of Agency publications, Information Reports and unevaluated information. Filed numerically by publication number within the creating office. (1948 to date)</p>	3	17 drawer Kardex cabinets	Temporary. Retain in current work area indefinitely.

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 APPROVING OFFICIAL

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
38.	<p>DAILY SUPPLEMENTAL DISTRIBUTION WORK SHEET FILE</p> <p>This file consists of Form 490c, "Daily Supplemental Distribution Work Sheet," and serves as a tally sheet or daily requests for supplemental distribution. At the close of the day the information contained thereon is fastened to the Daily Supplemental Distribution Statistical Summary, Form 490d.</p>	.1	Folder	Temporary. Destroy when information has been fastened to Form 490d and sheet has been utilized.
39.	<p>DAILY SUPPLEMENTAL DISTRIBUTION STATISTICAL SUMMARY</p> <p>This file consists of Form 490d, "Daily Supplemental Distribution Statistical Summary," and serves as a registry for all requests for supplemental distribution. It serves a dual purpose over incoming requests and activity statistics. Attached to monthly statistical report.                      (Current)</p>	.1	Folder	Temporary. Retain in current file area indefinitely. Destroy when no longer needed for reporting purposes.

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 RECORDS CONTROL SCHEDULE

SCHEDULE NO. A000100160014-1  
 DATE PREPARED

OFFICE, DIVISION, BRANCH  
 Management Staff - Records Management Division - Records Center Branch

DISPOSITION SECTION  
 APPROVING OFFICIAL

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
40.	<p>DISPOSAL SCHEDULE TICKLER FILE</p> <p>This file consists of a copy of Form 140, "Records Retirement Request," and is maintained as a tickler file on records that have a definite disposal date. Essential information is duplicated in Item # . Arranged chronologically by disposal date.                      (1948 to date)</p>	.2	5 x 8 card boxes	Temporary. Retain in current files area until job is disposed of, then destroy.
41.	<p>CONTINGENT DISPOSAL TICKLER FILE</p> <p>This file consists of Form 140, "Records Retirement Request," maintained for records authorized for disposal upon occurrence of a given event, or contingency, the exact timing of which is not determined in years. Filed alphabetically by organization unit.                      (1948 to date)</p>	.2	5 x 8 card boxes	Temporary. Retain in current work area. Destroy when job is destroyed.
42.	<p>PERMANENT JOB NUMBER FILE</p> <p>This file consists of a copy of Form 140, "Records Retirement Request," for records of continuing value or that will require higher authority of approval prior to disposal action. Arranged alphabetically organizational unit.                      (1948 to date)</p>	.2	5 x 8 card boxes	Permanent. Disposal not authorized. Retain in current work area indefinitely.

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RECORDS CONTROL SCHEDULE CONTINUATION SHEET

FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
<p>43. DISPOSAL AUTHORIZATION TO BE SOUGHT FILE</p> <p>This file consists of Form 140, "Records Retirement Request" for records that appear to be disposable but for which unit approval has not yet been obtained. Arranged alphabetically by organizational unit. (1948 to date)</p>	.2	5 x 8 card boxes	Temporary. Retain in current work area. Destroy upon destruction of job.
<p>44. NOTIFICATION OF DISPOSAL ACTION FILE</p> <p>This file consists of Form 141, "Notification of Disposal Action," and is maintained as a tickler file while disposal action is in progress on a job number. Essentially duplicated in Item #314. Filed numerically by job number. (Current)</p>	.5	4 dr legal lock cabinet	Temporary. Retain until job is disposed of. Destroy after information is incorporated in annual report.

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